

## **NASA EMPLOYEES BENEFIT ASSOCIATION**

### **1. PURPOSE**

This charter provides information on the organization, functions, and responsibilities of the NASA Employees Benefit Association (hereinafter referred to as the "Association") and sets forth requirements concerning the management of its financial affairs.

The Association, which is established for the sole purpose of providing low-cost group insurance to NASA employees, shall conduct its business for the mutual benefit of its members and their beneficiaries and not for profit.

### **2. APPLICABILITY/SCOPE**

This chapter applies to NASA Headquarters and NASA Centers, including Component Facilities.

### **3. AUTHORITY**

42 U.S.C. 2473 (c)(1), section 203 (c)(1), of the National Aeronautics and Space Act of 1958, amended.

### **4. FUNCTIONS**

The Association is responsible for administering the group life insurance contracts executed by the Administrator and the carrier and for ensuring that these contracts conform to the provisions of the Life Insurance Act of the District of Columbia (48 Stat. 1125 and amendments) and of pertinent laws of the states in which NASA Centers are located.

Funds received by the Association from any source shall be available for the necessary costs of operations.

Association funds in excess of requirements shall be returned to members as promptly as practicable in the form of reduced premiums or in such other form as the Board of Directors may decide.

All funds received by the Association shall be deposited in federally insured financial institutions or be left on deposit with the carrier.

Management of the Association shall be vested in the Board of Directors and local chapter officers.

#### **a. The Board of Directors**

- (1) The Board of Directors shall consist of a Chairperson and the Vice Chairperson, designated by the Administrator, a Secretary/Treasurer designated by the Board of Directors, and one chapter officer (selected by the Center Director from each local chapter).
- (2) The Chairperson is authorized to sign amendments, letters of agreement, and other documents related to the administration of the Association's group insurance plan.
- (3) The Vice Chairperson shall act only in the absence of the Chairperson.
- (4) The Chairperson and the Vice Chairperson shall continue in office until relieved of their duties.
- (5) The Board of Directors shall prescribe the policies and regulations for the operation and administration of the Association.
- (6) The Board of Directors shall ensure that appropriate internal controls are provided for the financial integrity of the Association.
- (7) The Board of Directors shall establish bylaws covering the policies, regulations, and controls referred to in subparagraphs (1) and (2) of this chapter, as well as the functions of the officers of the local chapters.

**b. Local Chapters**

- (1) A local chapter shall be established at Headquarters and at each NASA Center.
- (2) At each NASA Center, the Center Director shall designate local chapter officers. Local chapter officers at Headquarters shall be designated by the Associate Administrator for Institutions and Management.
- (3) The officers of each local chapter shall consist of a president and a vice president who normally shall be members of the Association.
- (4) Since the substantive responsibilities of the Association are closely identified with the personnel and financial management functions, at least one local chapter officer should be designated from one of these functions.
- (5) Local chapter officers shall continue in office until relieved of their duties.

**5. MEMBERSHIP**

Employees insured under any one of the Association's plans shall automatically be members of the Association.

Eligibility for membership shall be as defined in the group life insurance contracts and, generally, shall include all NASA civil service employees serving under permanent or term appointments and military personnel serving a regular assignment, in accordance with the NASA/Department of Defense agreement, as amended.

Members shall be enrolled in local chapters.

**6. MEETINGS**

An annual meeting of the Board of Directors shall be held at the call of the Chairperson.

Other meetings, convened for special purposes, may be called by the Administrator, Deputy Administrator, or the Chairperson of the Board.

**7. DURATION**

The Association will continue in existence until it is disestablished.

**8. ASSESSMENT**

The Board of Directors will provide an annual report of accomplishments to the NASA Operations Management Council for assessment of performance.

**9. RECORDS**

The Chairperson shall maintain records of Board meetings and decisions, contracts and amendments, and official correspondence of the Association.

6.15.9.2 Local chapter officers will maintain records pertaining to local chapter operations.

The insurance carrier will maintain enrollment and beneficiary records.